

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position No	
Cybersecurity Designation 000 - Not Applicable											
Drug Test Required		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Capstone Official		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Occupational Category Code Administrative (A)			
2. Reason for Submission			3. Service		4. Employing Office Location			5. Duty Station		6. Full Performance Level	
<input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New			<input checked="" type="checkbox"/> Central Office <input type="checkbox"/> Region		17514 Washington District of Columbia					GS-13	
<input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			Explanation (Show any positions replaced)			7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action	
						<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> N/A <input type="checkbox"/> OGE 278 <input checked="" type="checkbox"/> OGE 450		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
						10. Position Status		11. Position is		12. Sensitivity	
			<input type="checkbox"/> Excepted (Specify in Remarks)		<input type="checkbox"/> Supervisory or Manager (2)		<input type="checkbox"/> 1--Non-Sensitive		<input type="checkbox"/> Management Official CSRA (5)		
			<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory or CSRA (4)		<input type="checkbox"/> 2--Noncritical Sensitive		<input type="checkbox"/> Team Leader (7)		
							<input type="checkbox"/> 3--Critical Sensitive		<input checked="" type="checkbox"/> Non-Supervisory (8)		
							<input type="checkbox"/> 4--Special Sensitive		<input type="checkbox"/> Leader (6)		
									<input checked="" type="checkbox"/> Moderate <input type="checkbox"/> High		
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment		Realty Specialist				GS		1170		13	
c. Second Level Review										NF	
d. First Level Review										12/04/2018	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency or Establishment						c. Third Subdivision					
General Services Administration											
a. First Subdivision						d. Fourth Subdivision					
General Services Administration Depts											
b. Second Subdivision						e. Fifth Subdivision					
Central Office											
19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification.											
I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Supervisor Approver						for Supv					
Signature						Date					
Supervisor Approver /s/						12/04/2018					
21. Classification/Job Grading Certification						22. Position Classification Standards Used in Classifying/Grading Position					
I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						Realty Series, 1170, TS-125 August 1993					
Typed Name and Title of Official Taking Action						Information for Employees					
Nathaniel Floyd						The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature						Date					
Nathaniel Floyd /s/						12/04/2018					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
25. Description of Major Duties and Responsibilities (See Attached)											

## POSITION DESCRIPTION

**PD Tracking Number** 00CY376  
**Series, Title and Grade** 1170 Realty Specialist GS-13  
**Department** (PT) PBS/Office of Portfolio Mgmt & Cust Engagement

### Introduction Statement

Incumbent serves as a Real Property Acquisition and Relocation Specialist for the Public Buildings Service, Office of Portfolio Management and Customer Engagement, National Center for Site Acquisition and Relocation.

### Major Duties

Serves as a senior Real Property Acquisition and Relocation Specialist that is nationally warranted to perform a full range of real property acquisition, relocation, and property management functions. These duties include the acquisition of sites, buildings, easements and other rights. In addition, incumbent grants and administers permits/licenses in conjunction with real property acquisition. Acquires fee simple and other interests in real property for Federal agencies through voluntary negotiated contracts, condemnation, donation or exchanges.

As a nationally warranted contracting officer for site acquisition and relocation, incumbent ensures compliance with laws, regulations and internal guidance related to real property acquisitions and relocation including, but not limited to, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (The Uniform Act.), National Environmental Policy Act and National Historic Preservation Act. Provides relocation planning, advisory services, and assistance in claim preparation and payment processing for persons being displaced from their homes, businesses, farms or non-profit organizations by the acquisition and construction project.

Participates as a team member screening and evaluating sites and buildings for possible purchase. Provides technical support and input on site and relocation projects in support of prospectus development regionally or nationally. Serves as Site Investigation Team leader or member, providing organization, planning, management and leadership of interdisciplinary teams for the purpose of investigating and selecting sites for the construction of new Federal buildings. Solicits and reviews site proposals for real property to be acquired for Federal use, investigates sites, documents findings and recommendations in written reports.

Incumbent plans, schedules and coordinates the process of relocating current occupants in order to make the site available for construction. Arranges for vacation of site and relocation of site occupants, removal or retention of site improvements, fixtures, equipment, etc. Coordinates acquisition and relocation schedule with the project manager and local building manager to ensure site vacancy, demolition, relocation and construction phases are properly sequenced to accommodate the statutory and regulatory requirements of the Uniform Act, as well as the overall project management schedule.

Negotiates, prepares and administers interim use permits and licenses for current site occupants when the site is not immediately required for demolition or construction. Notifies the local building manager when the site is acquired; posts Government-owned property signs and arranges for securing the buildings to prevent vandalism, theft, fires, and possible personal injury or tort claims.

Develops and coordinates scopes of work and requisitions for real property appraisals, land surveys, environmental studies, title evidence, and other reports pertinent to the decision-making process for acquisition of real property. Negotiates with local municipalities, privately owned utility companies and individuals in connection with the removal of utilities, fixtures, equipment and encumbrances that interfere with proposed Government use of the land.

Incumbent assists in performing special assignments as directed by the Director, which may concern Center operations and which may require research in analyzing, appraising and evaluating operational plans and necessitate numerous contacts, clearances, and arrangements with internal and external organizational entities with diversified missions.

Incumbent assists in analyzing the effect of proposed program, policy and legislative changes, as well as capital program projects. Assists in analyzing and evaluating current status of objectives set forth in national strategic goals and business plans; identifies actual and potential problem areas and reports findings to the Director.

Incumbent plans and conducts the ongoing analysis of real property site selection, acquisition and relocation program effectiveness. Identifies, analyzes, researches and resolves customer and program issues , as well as the most complex problems encountered in site acquisition, evaluation and negotiations, as identified by customers, stakeholders and project participants. Provides real estate expertise nationally as an advisor to staff throughout the agency, including senior level managers. Provides authoritative highly technical advice to help improve both regional and national program performance.

As assigned, administers agreements between GSA and its client agencies, performing ongoing analysis and follow up with the customer to ensure the agreement is meeting objectives. Continually evaluates the agreements to determine the best way for GSA to provide designated services. Assists in developing national initiatives or modifications to current agreements to implement appropriate programmatic changes. When problems are identified, incumbent develops an action plan and pursues the correction or improvement of issues raised, often times working directly with senior level national PBS officials. May be called upon to develop and/or deliver training programs geared to the real property and acquisition associates; develop and maintain databases for real property inventory, workload and reports.

Participates in studies of national significance or of outstanding importance to the organization. Provides administrative and technical expertise to GSA personnel and is called upon to review and/or assess unusually problematic or potentially controversial situations.. May serve as a designated representative on national committees or councils, with authority to recommend changes in national standards, programs or policies related to the real property acquisition and relocation programs.

#### OTHER SIGNIFICANT FACTS

The incumbent is required to obtain and maintain an Unlimited Senior Contracting Officers Warrant for the acquisition of sites and/or buildings in active status. The incumbent is also required to complete training and ensure applicable certification program requirements are met. Training must be kept current in accordance with certification program guidelines.

#### **Factor Levels**

Knowledge Required by the Position FL 1-8, 1550 points

Mastery of the real property acquisition and relocation programs and other PBS program areas, with an emphasis on real property acquisition, site selection, and relocation programs to apply experimental theories and new developments to customer satisfaction, problems not susceptible to treatment by accepted methods and to make decisions or recommendations significantly changing, interpreting, or developing important public policies for the real property acquisition and relocation programs.

Expert knowledge of program initiatives, related laws, regulations, methodologies and/or policies to provide sound and authoritative technical guidance on all issues related to this program.

Detailed knowledge of The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and application skills for implementing regulations at 49 CFR 24, Federal Property Management Regulations, the Federal Property and Administrative Services Act of 1949, Public Buildings Act of 1959, the National Environmental Policy Act of 1969, the Intergovernmental Cooperation Act of 1968, Executive Order 12072.

Knowledge of Federal Acquisition Regulations (FAR), and other Executive Orders, regulations, policies, statutes and Federal procurement regulations.

Skill in negotiation strategies that will lead to successful real property acquisitions, through thorough and concise explanation of complex issues and persuasion techniques.

Skill in oral communications to present sensitive recommendations to higher authority to obtain compliance with policies from local activities, to articulate positions/policy of vast technical complexity and to represent the agency on task forces.

Comprehensive and in-depth technical knowledge of real property acquisition and relocation concepts, governing regulations and program criteria to execute projects, evaluate program activities, and to recommend changes to same based on the analysis and application of practices used within the industry, other agencies or other GSA offices.

#### Supervisory ControlsFL 2-4, 450 points

Incumbent's supervisor sets the overall objectives and resources available. The associate and supervisor, in consultation, develop the deadlines, projects and work to be done. The incumbent plans and accomplishes projects independently, with the authority to act on his/her own initiative on matters affecting project outcomes. Long-range projects plans, positions on highly charged negotiations and project problems are submitted to the supervisor for prior review and approval, together with recommended actions and available alternatives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or issues with far-reaching implications, such as strong congressional interest, potential condemnations, top-level agency concerns and/or major project delays. Completed work is reviewed from an overall standpoint in terms of effectiveness in meeting expressed objectives and requirements. Incumbent operates within broad program guidelines, including general administrative policies, GSA regulations, public law and precedents regarding the program areas. The guidelines provide general direction but do not have specific applicability to the wide variety of situations encountered. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or propose new policies, authoritatively interpreting policies, regulations and other guidelines for the assigned program to agency personnel throughout the nation.

#### ComplexityFL 4-5, 325 points

Assignments include planning, implementing and evaluating the real property acquisition and relocation programs in support to the director and/or managing far-reaching, significant projects for the organization. The work includes various duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis for the PBS specialty areas of real property acquisition and relocation programs. In addition, requires significant departures from standard practices and procedures to resolve widespread or critical problems; develop and evaluate new policies, methods, techniques or criteria; and advise of the interpretation and implementation of new and/or revised procedures. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological development or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information regarding the National Center for Site Acquisition and Relocation, establishing criteria or developing new information with an emphasis on real property acquisition and relocation programs in particular.

#### Scope and EffectFL 5-4, 325 points

The work significantly contributes to the effectiveness of GSA's real property acquisition and relocation programs, striving to better provide services to GSA clients throughout the country in a more efficient, seamless and cost-effective manner.

#### Personal Contacts and Purpose of ContactsFL 6 & 7 (3c)180 points

Personal contacts are with employees, supervisors and managers within the agency, as well as with individuals or groups from outside the agency such as staff members of other Federal agencies;

attorneys, Congressional staff; local and state government officials; contractors, property owners, representatives of professional organizations, news media and members of the general public.

Contacts are made to exchange information on the status of projects and to negotiate and/or settle any issues or problems related to specific real property acquisition and relocation programs, projects, initiatives, and concessions. The work includes active participation in conferences, meetings, or negotiations. The incumbent must be skillful in approaching individuals or groups in order to obtain the desired effect, such as influencing managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness.

Physical Demands FL 8-1, 5 points

The work is primarily sedentary; however, travel will be required for the purpose of executing projects, attending meetings, conferences, and onsite regional visits and activities such as training. Travel and site surveying may require extensive walking, bending, climbing and carrying of plans.

Work Environment FL 9-1, 5 points

The work is performed mainly in an office setting. Total Points = 3300 (GS-13)

**Position Classification Standards Used**

Realty Series, 1170, TS-125 August 1993